

Workforce Training Fund General Program
Developing a Training Plan and Budget

1. Why is training needed?

Why is training needed? What specific business goal or problem you are trying to address and how will training resolve it?

2. What is the training objective?

What is the training objective? What do you hope to accomplish?

Properly stated, a training objective will broadly state the knowledge, skill, or attitude to be acquired by trainees. It will also state or suggest the intended purpose or outcome of the training, as well as provide information that may help in determining the Return on Investment (ROI). The training objective may also specify the target audience.

3. What is the training activity and target audience?

List the type of training courses, workshops or other training activities that will be necessary to achieve the stated training objective as well as the job titles of the employees who will be trained in each activity.

Training Activity

Job Titles

4. How will you measure the success of this training objective?

For each training objective you must select one or more specific, measurable indications of operating performance that are closely and directly impacted by the training you want to propose. Best practice is to specify what is to be measured, its current operational level, and the expected level of improvement either as an absolute value or as a percentage change. Do not repeat the same metric for other training objectives - each measure of success must be unique within the application.

Tip: If the training need is complex, it may be appropriate to develop more than one training objective. Repeat items #2 through #4 above for each training objective that is required to achieve the goal(s) identified in item 1.

5. What are the expected results of this training?

The expected results indicate the extent to which your proposal will meet the mission and mandate of the Workforce Training Fund and be competitive with other applications.

Yes No

Will any of the employees to be trained be promoted as a result of training?

Will you be able to retain more employees as the result of this training?

Will the wages of any of the employees to be trained increase?

Will this training make your company more competitive?

Will this training make your company more productive?

Do you expect other impacts, such as the creation of new jobs?